

**Distinguished Career Service  
in  
Public Administration**

**Annual Award  
for Career Employee  
Under Age 37**

**55<sup>th</sup>  
Annual Award**

**2004 PRESENTATION  
by the  
William A. Jump Memorial Foundation  
Washington, D.C. 20250**

**Meritorious Award  
For Exemplary Achievement in  
Public Administration**

**AWARD**

The William A. Jump Memorial Foundation Award is presented in recognition of outstanding service in public administration. It was established in 1950 in honor of the late William A. Jump, Budget and Finance Officer of the U.S. Department of Agriculture, recognized throughout the Federal Government and nationally, for his leadership and distinguished contributions to effective public administration. It is supported through private contributions.

The public recognition provided by the Award is intended to serve as an encouragement to young people to promote interest, growth, development and high level performance of work in public administration.

The Award includes a golden key and a certificate of merit. The Foundation will also grant a special certificate to all other nominees for the Award who meet the qualifications prescribed by the Jump Award Selection Committee.

**ELIGIBILITY CRITERIA:** The nominee must be a civilian career employee of the Federal Government who has not reached his or her 37<sup>th</sup> birthday, as of December 31, 2003. Work performance of the employee over a considerable period of time (no less than five years) in either a line or staff position, must demonstrate: a) outstanding competence and interest in any area of public administration, b) leadership shown in the direction or development of programs, c) creativity and resourcefulness, d) close adherence to the basic principles of enlightened public service, e) integrity, and f) dedication to duty.

**DEFINITION:** For the purpose of this Award, the term "work" refers to either line or staff activity and the term "public administration" covers all aspects of executive-administrative direction, supervision and development or operation of Federal activities.

#### **INFORMATION REQUESTED**

Department of the Navy nominations for this award will be reviewed by the Department of the Navy Awards Review Panel (DARP). Please ensure your properly endorsed nominations are submitted to the Executive Secretary to the DARP by March 19, 2004.

Please submit six copies of the nomination. Exhibit materials such as copies of publications may be attached, but all of the basic information requested below should be included in the nomination letter. Only one complete set of exhibits and publications need be submitted. Information should be typewritten, single-spaced, with new subject paragraphs double-spaced and numbered to correspond with the following:

1. Name, title, grade, phone numbers, and salary of nominee
2. Bureau and Department or Agency
3. Date of Birth (see "Eligibility" paragraph)
4. Home address
5. Educational background and awards or commendations received
6. Nominee's present position, grade, and responsibilities
7. Chronological outline of past employment and responsibilities
8. Specific accomplishments and contributions with comments, which illustrate each of the eligibility criteria
9. Proposed citation

**The Foundation recommends that Departments and Agencies consider employees from throughout the country, and that nominees for the Award be given recognition in agency publications for their achievements and services. The Foundation believes such action would help to stimulate active interest in fostering a more effective public service. The Award is usually presented during the Department of Agriculture Annual Honor Awards Ceremony during the summer months.**

#### **THE AWARD COMMITTEE**

A special "William A. Jump Memorial Committee" of distinguished Government officials and private citizens is named each year by the Chairman of the Board of Trustees to make the final selection of the individual, or individuals, to receive the Award.

#### **THE FOUNDATION**

The William A. Jump Memorial Foundation is supported through the private contributions of persons and organizations interested in fostering efficient Federal career service. The Foundation provides for special public recognition of young people who are demonstrating leadership, creative thinking, and exemplary achievement in public administration.